

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET

E-Mail: BrownCountyCountyBoard@co.brown.wi.us

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221



"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
SEPTEMBER 9 – 13, 2019**

MONDAY, SEPTEMBER 9, 2019

*10:15 am	Transportation Coordinating Committee	GB Metro Transportation Center 901 University Avenue
*10:30 am	Harbor Commission	Port & Resource Recovery 2561 S. Broadway
*4:30 pm	Neville Public Museum Governing Board	3 rd Fl. Board Rm, Neville Public Museum 210 Museum Place
*5:30 pm	Executive Committee	Room 200, Northern Building 305 E. Walnut Street

TUESDAY, SEPTEMBER 10, 2019

*8:00 am	Criminal Justice Coordinating Board	K. Dorau Memorial Conference Room Law Enforcement Center 300 E. Walnut Street
*5:00 pm	Public Safety Committee	Sheriff's Office 2684 Development Drive

WEDNESDAY, SEPTEMBER 11, 2019

(No Meetings)

THURSDAY, SEPTEMBER 12, 2019

*9:00 am	Fire Investigation Task Force	Sheriff's Office 2684 Development Drive
*11:00 am	Benefits Advisory Committee	Room 650, Northern Building 305 E. Walnut Street
*5:15 pm	Human Services Board – <i>Note Location</i>	Room 365, Community Treatment Center 3150 Gershwin Drive

FRIDAY, SEPTEMBER 13, 2019

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE

Monday, September 9, 2019

Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin

Meeting Time: 10:15 a.m.

ROLL CALL

Ian Agar (BC Human Services)	_____	Redebra Peters (ASPIRO)	_____
Stephanie Birmingham (Options for Independent Living)	_____	Cole Runge (BCPC/Green Bay MPO)	_____
Megan Borchardt (BC Board of Supervisors)	_____	Brian Silk (MV Transportation)	_____
Mary Brick (Syble Hopp School)	_____	Julie Tetzlaff (Cerebral Palsy Inc.)	_____
Mary Derginer (ADRC of Brown County Board)	_____	Tina Whetung (Curative Connections Transport.)	_____
Essie Fels (Green Bay Metro)	_____	Genny Willemon (BC Human Services)	_____
Christel Giesen (ADRC of Brown County)	_____	John Withbroe (Green Bay Transit Commission)	_____
Matt Halada (Wisconsin DOT NE Region)	_____	Vacant (BC Executive Department)	_____
John Jahnke (Citizen Member)	_____	Vacant (Citizen Member)	_____
Denise Misovec (Curative Connections)	_____	Vacant (Oneida Nation)	_____

ORDER OF BUSINESS

1. Introduction of Citizen Member John Jahnke.
2. Approval of the June 10, 2019 TCC meeting minutes.
3. Recommendation to the Brown County Planning Commission (BCPC) Board of Directors regarding CY 2020 and CY 2021 Section 5310 Program funding awards.
4. Discussion regarding the development of an ADA Transition Plan for the Green Bay Metropolitan Planning Area.
5. Round robin discussion about specialized transportation services in Brown County.
6. Other matters.
7. Adjourn.

NOTICE IS HEREBY GIVEN THAT ACTION BY THE COMMITTEE MAY BE TAKEN ON ANY OF THE ITEMS THAT ARE DESCRIBED OR LISTED ON THIS AGENDA.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATIONS SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT (920) 448-6480 BY 3:00 P.M. ON THE THURSDAY BEFORE THE MEETING SO THAT ARRANGEMENTS CAN BE MADE.

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 | FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

- PUBLIC NOTICE -
BROWN COUNTY HARBOR COMMISSION
Monday September 9th, 2019 – 10:30 am
Brown County Port & Resource Recovery
2561 S. Broadway, Green Bay, WI 54304

Agenda:

1. Call to Order
2. Roll Call
3. Agenda - *Approval/Modification*
4. Minutes from July 29, 2019 Meeting - *Approval/Modification*
5. Announcements/Communications
6. Budget Statement of Funds - *Update*
7. Executive Summary of Port Survey - *Update*
8. Status of Pulliam Plant Property – *Update*
9. Beneficial Reuse Project – *Update*
10. Renard Island End-Use Plan – *Update*
11. Tonnage Report – *Update*
12. Director's Report – *Update*
13. Acknowledgment of Bills – *Request For Approval*
14. Such Other Matters as Authorized by Law
15. Adjourn

Dean R. Haen – Director
Port & Resource Recovery Department

Any person wishing to attend, who because of disability requires special accommodations, should contact the Brown County Port and Resource Recovery Department at 492-4950, at least two working days in advance of the meeting for special arrangements to be made. Notice is hereby given that action by the Harbor Commission may be taken on any of the items, which are described or listed on the agenda.

NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS
NEVILLEPUBLICMUSEUM.ORG

NEVILLE PUBLIC MUSEUM GOVERNING BOARD

AGENDA

September 9, 2019

4:30 p.m.

Neville Public Museum

Boardroom

3rd floor

- I. Call meeting to order
- II. Approve/modify agenda
- III. Museum Directors Report
 - a. Budget Status and Update
 - b. Core Gallery Interpretive Plan Update
 - c. Outreach and Advocacy Update
- IV. Such other matters as authorized by law
- V. Adjournment

Kevin Kuehn, Chair

Please contact Beth Lemke at 448-7848 if you cannot attend this meeting

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EXECUTIVE COMMITTEE

Tom Lund, Chairman, Patrick Moynihan, Jr., Vice-Chairman
Patrick Buckley, Bernie Erickson, Erik Hoyer,
Tom Sieber, John Van Dyck

EXECUTIVE COMMITTEE

Monday, September 9, 2019

5:30 p.m.

Room 200, Northern Building
305 E. Walnut St., Green Bay

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEM ON THE AGENDA.

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of August 12, 2019.

Comments from the Public.

1. Review Minutes of: (None)

Legal Bills

2. Review and Possible Action on Legal Bills to be paid.

Communications

3. Communication from Supervisor Buckley re: Get a copy of the prospectus used to sell the naming rights to the new expo. Also an updated list of who has been given the presentation and the results. *Referred from August County Board.*
4. Communication from Supervisor Buckley re: Updated accounting of the ½% sales tax collected and how it's going to be spent. *Referred from August County Board.*
5. From Supervisor Tran: For Corporation Counsel to draft an ordinance for consideration an Executive Committee for the following:
 - a) No Supervisors may serve more than two consecutive terms as chairperson of a standing committee.
 - b) Supervisor members of standing committees shall be selected at random. *Referred from August County Board.*
6. Communication from Supervisor Van Dyck re: Draft a resolution to sell parcels HB-1424, HB-775, part of HB-764-1, part of HB-754, part of HB-755 and part of HB-749 on or before October 17th. *Referred from August County Board.*

Internal Auditor

7. Presentation of the 2018 Comprehensive Annual Report (CAFR) and Management Communications by Josh Swanson, CliftonLarsonAllen (formally Schenck, SC.) *Note: Reports to be distributed at meeting.*
8. Board of Supervisors Budget Status Financial Report (Unaudited) & Veterans' Recognition Subcommittee Budget Status Report (Unaudited) – July 31, 2019.
9. Status Update: August 1 – August 31, 2019.

Corporation Counsel

10. Discussion and Possible Action regarding Lobbyist Ordinance (copy to be handed out at meeting).
11. Oral Report.

Budget Adjustments

12. Public Works - Budget Adjustment Request (19-073): Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation.
13. Public Works - Budget Adjustment Request (19-074): Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation.

Resolutions & Ordinances

14. Resolution to Approve Electric and Gas Line Easement Regarding the Fox River State Trail.
15. Resolution to Approve Underground Telecommunication Easement Regarding Mountain Bay Trail.
16. Resolution Regarding Table of Organization Change for the Health and Human Services Department – Community Services Division Account Clerk I Position.
17. Resolution Regarding Table of Organization Change for UW Extension – Add Hours for LTE After School Instructors.
18. An Ordinance to Strike Subsections 3.01 (3) and (4) of Chapter 3 of the Brown County Code of Ordinances (Strike Prevailing Wage Law Language).
19. An Ordinance to Amend Subsections 4.155 (2) and (3) of Chapter 4 of the Brown County Code of Ordinances (Benefits Advisory Subcommittee).
20. Resolution Regarding Table of Organization Change for the Human Resources Department – Deletion and Addition of Positions.

Department of Administration & Human Resources

21. Discussion and possible action re: Employee parking downtown.
22. Director of Administration and Human Resources Oral Report.

County Executive – No Report.

Other

23. Such other matters as authorized by law.
24. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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Judge Tammy Jo Hock

CRIMINAL JUSTICE COORDINATING BOARD

Tuesday, SEPTEMBER 10, 2019

8:00 a.m.

**Karen Dorau Memorial Conference Room
Brown County Law Enforcement Center
300 E. Walnut Street, Green Bay, Wisconsin**

1. Call meeting to order.
2. Approve/modify agenda.
3. Approve/modify minutes of July 9, 2019.
4. Jail population numbers (Sheriff).
5. Status of County Board action concerning subcommittee. (D. Hemery)
6. Federal Inmates. (R. Srenaski)
7. Future Agenda Items, if any.
8. Other such matters as authorized by law.
9. Adjourn.

Honorable Tammy Jo Hock Chair

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PUBLIC SAFETY COMMITTEE

Patrick Buckley, Chair
Andy Nicholson, Vice Chair
Megan Borchardt, Staush Gruszynski, Richard Schadewald

PUBLIC SAFETY COMMITTEE
TUESDAY, SEPTEMBER 10, 2019
5:00 p.m.
Brown County Sheriff's Office
2684 Development Drive, Green Bay, WI

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE
ACTION ON ANY ITEM LISTED ON THE AGENDA**

****PLEASE NOTE DATE, TIME, AND LOCATION****

- I. Call meeting to order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of August 6, 2019.

Presentation by Dr. Fatoki re: Jail Inmate Medication - Medical Treatment Information

Comments from the Public.

1. **Review Minutes of:**
 - a. Criminal Justice Coordinating Board (July 9, 2019).

District Attorney

2. District Attorney Report.

Medical Examiner

3. 2019 Medical Examiner Activity Spreadsheet.
4. Budget Status Financial Report for July 2019 - Unaudited.

Emergency Management

5. Budget Status Financial Report for July 2019 - Unaudited.

Public Safety Communications

6. Budget Status Financial Report for July 2019 - Unaudited.
7. Director's Report.

Circuit Courts, Commissioners, Probate

8. Budget Status Financial Reports for July 2019 - Unaudited.
9. Budget Adjustment Request (19-072): Reallocation between two or more departments, regardless of amount.

Sheriff

10. Update re: Jail Addition – *Standing Item*.
11. Budget Status Financial Report for July 2019 - Unaudited.
12. Key Factor Report.
13. Discussion re: Courthouse Security Report from Public Works Director Paul Fontecchio.
14. Director's Report.

Communications

15. Communication from Supervisor Hoyer re: Direct Corporation Counsel to draft a resolution in support of building a juvenile detention facility in Brown County. *Referred from August County Board.*

Clerk of Courts – No report.

Other

16. Audit of bills.
17. Such other matters as authorized by law.
18. Adjourn.

Patrick Buckley, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**BROWN COUNTY FIRE INVESTIGATION TASK FORCE
BOARD OF DIRECTORS**

AGENDA

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force will be held on Thursday, September 12, 2019, at 9:00 a.m., at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, WI.

- ITEM #1. Adoption of the Agenda
- ITEM #2. Review Minutes of Previous Meeting
- ITEM #3. Report of General Membership Coordinator
- ITEM #4. Financial Report
- ITEM #5. Old Business
 - A. Disposition of Case Proceedings
 - B. Update on Smokehouse Tow Vehicle
 - C. Board of Directors Chairperson Replacement
- ITEM #6. New Business
- ITEM #7. Report of Juvenile Firesetter Program Coordinator
- ITEM #8. Other Matters
- ITEM #9. Set Date, Time, and Location of Next Meeting
- ITEM #10. Adjourn

Alan Matzke, Interim Chairperson of the
Board of Directors
Brown County Fire Investigation Task Force



Benefits Advisory Committee

September 12, 2019

11:00am to 12:00pm

Room 650, Northern Building

305 E. Walnut Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY
ITEM ON THE AGENDA.**

1. Call meeting to order
2. Roll Call
3. Approve/Modify agenda
4. Approve/Modify Minutes from July 26, 2019
5. Update on Medical Funding Analysis Report by Jan Stage
6. Committee discussion of best ways to communicate information, such as how to find a tier 1 doctor, to Brown County employees.
7. Discussion of PHA's – specifically finding out the number of people whose scores went down as the result of changes to blood pressure measurements.
8. Status of the Benefits Advisory Committee recommended ordinance changes from May 16.
9. Schedule next meeting
10. Adjourn

Louise Pfotenhauer, Chair

BROWN COUNTY HEALTH & HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Erik Pritzl, Executive Director

MEETING OF THE HUMAN SERVICES BOARD
Thursday, September 12, 2019
5:15 PM

COMMUNITY TREATMENT CENTER
3150 GERSHWIN DRIVE; ROOM 365
GREEN BAY, WI 54311

AGENDA

1. Call Meeting to Order
2. Approve/Modify Agenda
3. Approve Minutes of August 8, 2019 Human Services Board Meeting
4. Draft 2020 Budget
5. Executive Director's Report
6. CTC Administrator Report including NPC Monthly Report*
7. Re-appointment of Dr. Brian Eggner (Psychiatrist) and Appointment of Antonide Arthus (APNP) to the Psychiatric/Medical Staff Committee
8. Approval of Medical Staff Rules and Regulations
9. Financial Report for Community Treatment Center and Community Services
10. Shelter Care Remodeling Project Update
11. Statistical Reports.
 - a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Center/Bayshore Village*
 - b. Child Protection Services – Child Abuse/Neglect Report
 - c. Monthly Contract Update*
12. Request for New Non-Contracted Provider & New Provider Contract*
13. Adjourn Business Meeting

** Note: Attached as written reports.*

Notices:

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.


Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Health & Human Services Department at (920) 448-6006 by 4 30 p m. on the day before the meeting so arrangements can be made.

Human Services Board Members:

Tom Lund, County Board Supervisor & Board Chair
Aaron Linssen, County Board Supervisor
Alex Tran, County Board Supervisor
Paula Laundrie, Citizen Board Member & Vice Chair
Craig Huxford, Citizen Board Member

Susan Hyland, Citizen Board Member
Laura McCoy, Citizen Board Member
VACANT, Citizen Board Member
VACANT, Citizen Board Member

September, 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	 2	3	4	5 Admin 5:30pm	6	7
8	9 Exec Committee 5:30 pm	10 Public Safety 5pm Sheriff's Dept CJCB 8am	11	12	13	14
15	16	17 Vets 4:30 pm	18 SPC EXEC and PRESENTATION prior to County Board 7 pm	19	20	21
22	23 Land Con 6:00 pm PD&T 6:15 pm @ Pittsfield Town Hall	24	25 Human Services 6:00 pm	26 Ed & Rec 5:30 pm	27	28
29	30					

Tentative - October, 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Public Safety 5pm	3 Admin 5:30pm	4	5
6	7 Exec Committee 5:30 pm	8	9	10	11	12
13	14	15 Ed& Rec Budget Vets 4:30pm	16 Mental Health Ad Hoc 12pm County Board 7pm	17	18	19
20	21 Land Con ? pm PD&T ? pm @ STEM CENTER	22	23 Human Services Budget ? pm	24	25	26
27	28 Exec Cmte 5:30pm	29	30	31 		

Tentative - November, 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6 Budget Meeting 9am	7 Cont. Budget if Necessary	8	9
10	11	12	13	14 Budget Veto if Needed	15	16
17	18	19	20	21	22	23
24	25 *Tentative* Land Con 6 pm PD&T 6:15 pm @ Northern Bldg	26	27 *Tentative* Human Services 6:00 pm	28 	29 	30

BROWN COUNTY COMMITTEE MINUTES

- Fire Investigation Task Force (June 13, 2019)
- Housing Authority (June 17, 2019)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE **BOARD OF DIRECTORS**

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force was held on Thursday, June 13, 2019, at 9:00 a.m., at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, WI.

Present: Eric Dunning, Todd Delain, Alan Matzke, Brad Brodbeck, David Poteat, Glenn Deviley, Brandon Dhuey

Excused: Rob Goplin, David Lasee

Item #1. Adoption of the Agenda.

Dunning requested to modify the agenda by adding "Replace Chair of Board of Directors" under "New Business". Motion was made by Delain and seconded by Dhuey to adopt the amended agenda. **Motion carried.**

Item #2. Review Minutes of Previous Meeting.

Motion was made by Delain and seconded by Matzke to approve the minutes from the previous meeting on March 14, 2019. **Motion carried.**

Item #3. Report of General Membership Coordinator.

Dhuey reported there was one call-out to a duplex fire on Cormier Road in Ashwaubenon, which was accidental.

Dhuey reported that Ben Hermans is retiring.

Dhuey stated that the spring conference was last week and 15 members attended. The seminar was good.

Since the last meeting, the Board approved moving up Michael Sullivan, Bill Tews and Joey Bertler from Level I investigators to Level III investigators due to resignation/retirements.

Dhuey reported there are currently 9 active Level I and II investigators. GBPD doesn't participate and is taking up spots. It was suggested removing the GBPD officers as well as Steve Yedica from De Pere PD. Dhuey stated he will put together a posting for entry level positions and notify all fire and police chiefs.

Dhuey informed that Scott Tebo will hold a report writing class at the General Membership meeting in December.

Dhuey informed that BATS was approved and reports are being entered. Greg Dougherty, who is now a team leader, will help out.

Item #4. Financial Report.

Delain reported that the current balance in the Task Force budget is \$21,849.56. Motion was made by Matzke and seconded by Deviley to approve the financial report. **Motion carried.**

Item #5. Old Business.

A. Disposition of Case Proceedings.

Nothing to report.

B. Update on Smokehouse Tow Vehicle.

Delain reported that a used truck bed with a liner was recently purchased for \$740. It will be repainted to match the truck and get a new bumper and light assembly. Motion was made by Matzke and seconded by Deviley to authorize up to \$3,000 for the purchase of a cap for the truck. **Motion carried.** Delain will have the mechanics look for one.

C. Status on Level I, II and III Investigators.

This was discussed under Item #3.

Item #6. New Business.

A. Replace Chair of Board of Directors.

Dunning reported that he is retiring from Ashwaubenon Public Safety on June 21, 2019. In the interim until a new chief is hired, sometime in late fall or early next year, Tom Rolling will handle the police side and Randy Tews will handle the fire side of things.

Delain stated he feels that Matzke and Goplin are best fit to fill the chair position. Matzke will discuss with Goplin about which one of them wants the position. Motion made by Delain and seconded by Deviley to have Matzke fill in as the interim chair until the next meeting. **Motion carried.**

Item #7. Report of Juvenile Firesetter Program Coordinator.

Dhuey reported no activity. He stated that Angie Cali will be attending the National Fire Academy in the fall and will become the new juvenile firesetter program coordinator.

Item #8. Other Matters.

Deviley advised that Jason Weber, training coordinator at NWTC, is looking to host training for fire departments and has grant money to spend. If the Task Force has any training needs, let Deviley know.

Item #9. Set Date, Time, and Location of Next Meeting.

The next meeting was set for Thursday, September 12, 2019, at 9:00 a.m., at the Brown County Sheriff's Office.

Item #10. Adjourn.

Motion was made by Delain and seconded by Dhuey to adjourn the meeting. **Motion carried.**

Respectfully submitted,

Marsha Laurent
Recording Secretary

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, June 17, 2019, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

ROLL CALL:

Tom Deidrick-Vice Chair	<u>X</u>	Ann Hartman	<u>X</u>
John Fenner	<u>X</u>	Sup. Andy Nicholson	<u>X</u>
Corday Goddard-Chair	<u>X</u>		

OTHERS PRESENT: Adam Kofoed, Patrick Leifker, Randy Gast, Matt Roberts, Kathy Meyer, and Zach Chartrand,

APPROVAL OF MINUTES:

1. Approval of the minutes from the May 20, 2019 meeting of the Brown County Housing Authority.

A motion was made by A. Nicholson, seconded by A. Hartman to approve the minutes from the May 20, 2019 meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

2. Mileage reimbursement for BCHA Commissioners.

Adam Kofoed stated that twice a year, BCHA Commissioners are able to claim mileage reimbursement for their travel to the meetings. A. Kofoed stated there is a mileage reimbursement form in the packet. If you would like the form emailed to you, please contact Adam. Please submit forms to Adam prior to July 17 if you wish to be reimbursed by the July meeting.

3. HUD's official response of the BCHA's portability waiver request.

A. Kofoed provided an update on HUD's official response of the BCHA's portability waiver request. As reported at the April 15 Housing Authority meeting, HUD explained that they would not be recommending approval of our request. A. Kofoed stated we officially received HUD's response. HUD headquarters did not approve the BCHA's request. HUD Milwaukee staff did recommend that one alternative to reducing our portability numbers is to increase our project based voucher usage.

A motion was made by A. Nicholson, seconded by A. Hartman to receive and place on file. Motion carried.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program:

A Preliminary Applications

There were 192 preliminary applications for May.

B. Unit Count

The unit count for May was 2,915.

C. Housing Assistance Payments Expenses

The May HAP expense totaled \$1,331,352.

D. Housing Quality Standard Inspection Compliance

There were a total of 392 inspections conducted for May. Out of the 392 inspections; 189 passed initial inspection, 79 passed re-inspection; 99 failed; and 25 were a no show.

- E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
For the month of May there were 273 port outs with an associated HAP expense of \$252,554.00. ICS was under spent by \$4,445.76 and the FSS underspent by \$1,613.79.
- F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
In May there were 78 active FSS clients, 58 clients in level one; 11 clients in level two; 2 client in level three and 7 clients in level four. There were 10 new contracts signed, 0 graduates, 37 active escrow accounts and 46 active homeowners.
- G. VASH Reports (new VASH and active VASH)
For May there were 0 new VASH clients, for a total of 33 active VASH clients.
- H. Langan Investigations Criminal Background Screening and Fraud Investigations
For May, there were 32 total investigations, 6 new investigations, 25 outstanding cases and 1 case closed. There were 180 new applications processed, 179 were approved and 1 was denied. The breakdown for fraud investigations by Municipality is as follows: Green Bay, DePere, and Ashwaubenon. Applications by Municipality is as follows: vast majority in Green Bay, and representative population of every jurisdiction in the county and Other (outside of Brown County).

A motion was made by A. Nicholson, seconded by T. Diedrick to receive and place on file. Motion carried.

NEW BUSINESS:

- 5. Consideration and review of progress on the new Family Unification Program (FUP) vouchers.

Patrick Leifker stated that in 2018 BCHA was awarded 52 vouchers for the Family Unification Program (FUP). The actual administration of those vouchers began on March 1, 2019. P. Leifker explained what the two target populations of the FUP vouchers are. Since the award of these vouchers, BCHA staff, ICS staff along with service providing agencies have met to establish the process & procedures for the administration of these vouchers. P. Leifker stated that we have received 21 referrals since March; 13 initial appointments conducted; and 7 vouchers have been issued. P. Leifker stated voucher holders will be receiving direct case management from the service providing agencies that referred them to the BCHA.

Adam Kofoed provided some homeless statistics from the WI State Department of Institutions' Homeless Student Enrollment Data. They define homeless as someone who is doubled-up or "couch surfing". The numbers have stabilized since 2008, but are still considerably higher than before 2008 recession. In reviewing the state statistics, there is a statewide problem of homelessness not just within Brown County.

A. Hartman asked what the definition of homelessness is and stated she has heard that students in foster care or students living with aunts & uncles are considered homeless and asked A. Kofoed if this was true. A. Kofoed stated he would look into trying to find the definition of homelessness and get back to A. Hartman.

A motion was made by A. Nicholson, seconded by J. Fenner to receive and place on file. Motion carried.

6. Consideration and review of a draft gap financing policy regarding future financial assistance for large-scale property developments.

Adam Kofoed reminded board members that BCHA has had discussions on having a GAP financing policy and how best to use its unrestricted funds when it comes to larger scale developments.

Adam Kofoed drafted a policy and A. Kofoed is looking for input on the policy and an interest rate. A. Kofoed provided a table with Pros & Cons of potential interest rates.

Discussion occurred on interest rates.

A. Kofoed stated he is looking for approval today on the draft policy and decide on a preferred interest rate. Adam will bring back an official policy next month. If you have any comments before next month's meeting, please contact Adam.

A motion was made by A. Nicholson, seconded by A. Hartman to accept and place on file the draft gap financing policy and ask that next month Adam bring back a formal policy with recommendations on an interest rate for further discussion. Motion carried.

BILLS AND FINANCIAL REPORT:

7. Consideration with possible action on acceptance of BCHA bills.

A. Kofoed presented the BCHA bills.

- Audit done last month, under what we have budgeted for.

A motion was made by A. Nicholson, seconded by A. Hartman to accept and place on file the BCHA bills. Motion carried.

8. Consideration with possible action on acceptance of BCHA financial report.

A. Kofoed presented the BCHA financial report.

- Switching to Nicolet National Bank was been beneficial as the BCHA has already received \$14,670.79 in interest.
- About 41% of our budget.

A motion was made by A. Nicholson, seconded by J. Fenner to accept and place on file the BCHA financial report. Motion carried.

STAFF REPORTS AND INFORMATIONAL:

9. Executive Director's Report

- a. Milwaukee Meeting with Potential Development Partners.

Adam Kofoed provided a brief overview of a recent meeting he and Chuck Lamine had with Cardinal Capital in Milwaukee. They toured a couple of projects, one being a facility for deaf seniors. A. Kofoed stated Chuck would provide a more detailed report of the visit with Cardinal Capital at a future meeting.

10. Housing Administrator's Report

- a. Housing Affordability Reports.

The Wisconsin State Legislature requires communities with populations of 2,000 or more residents to establish annual housing affordability and housing fee reports. BC planning staff discussed and determined the best fit to help communities complete these reports would be at the BCHA due to its common mission. BCHA staff is currently drafting proposals and cost estimates to help communities complete a report. A. Kofoed indicated that this will not affect his admin budget.

- b. Memorandum of Understanding (MOU) update with BC Health.
A Memorandum of Understanding was executed between BC staff, ICS and BC Health staff in terms of sharing data with housing that has children with high lead level tests. We did receive two addresses, but neither one was a voucher unit.
- c. Lead Based Paint Hazard Reduction Program (LBPHC).
Adam Kofoed stated we have been approached by HUD to apply for a Lead Based Paint Hazard Reduction grant. Adam summarized the grant program and funding. A. Kofoed indicated that the Milwaukee Field Staff Director will be coming to Green Bay this week to discuss the grant program. A. Kofoed stated he does not recommend pursuing this grant.
- d. Lead Based Paint Housing Statistics for Brown County.
A. Kofoed summarized the lead based paint housing statistics for Brown County.

11. OTHER BUSINESS:

None.

Date of next meeting: July 15, 2019.

A motion was made by A. Nicholson, seconded by A. Hartman to adjourn. Motion carried.
Meeting adjourned at 4:05pm